

# MINDSET MONTHLY

1 June 2014

## Achieve Work-Life Balance

Adapted from Kenneth W. Freeman

We have often heard: Make time for non-work activities, exercise to reduce stress, learn to say “no”, manage your time more efficiently. These are excellent ideas. Truth be told, we always struggle with finding the time to do them.

### 1. Be realistic about work

Many people make it to the top by working extraordinarily hard. Once there, they find that there is no letup where expectations are higher than ever. Globalization makes the position round-the-clock and technology hardwires everyone to work. We need to recognize that we cannot do everything otherwise the results are likely to be destructive personally as well as to the company. This is because when we are tired, we make more mistake, resulting in more abortive work.

### 2. Expect imperfection in life

Personal life does not always work in the same perfecting standards as in the corporate

arena. Expect to fall short some of the time. Then try to do better the next time. Sense it as continuous improvement.

### 3. Blend work & personal life

Can we really “balance” work and personal life? Work and life are inextricably intertwined. Work supports our loved ones; it constitutes a big part of our identities and it often shapes our social lives.

Smartphones and other devices that bind us tightly to work also keep us in close touch with our non-work-lives. The challenge is to integrate work and personal life effectively. Keep all personal and professional commitments on a single, integrated calendar. Treat each of them as inviolable.

### 4. Be present

When one is with family or friends, be fully there - in spirit as well as in body. No zoning out just to think about work. Families are blessings from God. Enjoy and cherish them!

### 5. Remember self

What often gets lost in the push and pull between work and personal relationships is one's own well-being; body and soul. Workouts may be skipped, annual physical checkouts delayed, rarely having time to take up a book that is not work related and no time for self-reflection. *Mens sana in corpore sano* in Latin means that a healthy mind in a healthy body. Without a healthy body, there is no healthy mind.

### 6. Learn to say NO

Know our core competencies. Know our purpose. Say NO to things that distract us and do not add up to our vision.

### 7. Continuous Development

Continuously develop self so that we engage the latest know-how at work. Mentor others so that they can better support us. The increased work productivity allows us to have more personal time.

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